

**2.6 Policy for Administering First Aid**

At least one person has a current paediatric first aid certificate is on the premises at all times when the children are present, and accompany children on outings.

We ensure the First Aid Box is accessible at all times with appropriate content for use with children. We keep a written record of accidents or injuries and first aid treatment and share these with parents/carers when appropriate. All accident records are audited at least annually to look for patterns of hazards. See our [Accident Policy and Procedure.](Policies%2017/Accident%20policy%20and%20procedure%2017.doc)

In our setting, staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is on the premises, or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. We ensure that our Paediatric First Aid training is up to date and certificates are displayed for parents to see.

**Procedures**

Our First Aid Kits

We keep two fully stocked first aid kits at preschool.

1. BS 8599 Compliant Pre-School Childcare Kit for use with the children.
2. BS8599 Compliant Workplace First Aid Kit for use with Staff, visitors and parents.

We also have cool packs available to treat swelling. These should not be applied directly to skin but wrapped first with something suitable like a clean t-towel.

**Procedure in the event of an accident**

If a child is hurt, a member of staff closest to the child will immediately go to the child and reassure them whilst assessing the accident.

Minor bumps and grazes will be dealt with by application of cold water to sooth. The adult will use clean plastic gloves to apply wet gauze to the affected area whilst chatting calmly to the child. Once the child is calm and happy, the adult will record the incident, treatment given and ask the parent/carer to sign to say they have been informed at home time.

More serious accidents, adults will follow the [Accident Policy and Procedure](Policies%2017/Accident%20policy%20and%20procedure%2017.doc) and use their Paediatric First aid training knowledge to treat the child. Two adults with Paediatric First Aid training should attend the child if it is safe to do so without compromising the safety of the remaining children.

If several children are seriously hurt at once, a member of staff should dial 999 and ask for the ambulance service to assist.